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Contract

Revenues Print and Mailing Service for the City of London

The Mayor and Commonalty and Citizens of the City of London

F03: Contract award notice

Notice identifier: 2021/S 000-020743

Procurement identifier (OCID): ocds-h6vhtk-029881

Published 23 August 2021, 10:45pm

Section I: Contracting authority

I.1) Name and addresses

The Mayor and Commonalty and Citizens of the City of London

City of London Corporation, Guildhall

London

EC2P 2EJ

Email

Chris.mulhall@cityoflondon.gov.uk

Telephone

+44 2076063030

Country

United Kingdom

NUTS code

UKI - London

Internet address(es)

Main address

<https://www.cityoflondon.gov.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Revenues Print and Mailing Service for the City of London

Reference number

prj_COL_17482

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of London Corporation (the City) undertook a 1 stage procurement process in

relation to a Revenues Print and Mailing Service (the 'Service').

The Service covers the daily and ad hoc printing of multiple personalised bills, reminders, recovery and survey documentation, including where required, personalised payment documentation for NNDR, BIDs and Council Tax.

****Please Note**** This is an award notice and the opportunity is now closed.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £95,583.03

II.2) Description

II.2.2) Additional CPV code(s)

- 64110000 - Postal services

II.2.3) Place of performance

NUTS codes

- UKI - London

II.2.4) Description of the procurement

****Please Note**** This is an award notice and the opportunity is now closed.

The City of London Corporation (the City) invited Tenders for the provision of a Revenues Print and Mailing Service.

City Revenues is responsible for the collection of most income due to the City of London Corporation: Council Tax, NNDR (Business Rates), Commercial Rents, Residential Service Charges and Sundry Debts.

The required Service will cover daily, annual billing and ad hoc printing of multiple personalised bills, reminders, recovery and survey documentation, including where required, personalised payment documentation for NNDR, BIDs and Council Tax. Annual Billing for NNDR, BID, and Council Tax are critical annual processes which cannot fail. Full end to end

Annual Billing testing is a key Service requirement as well as meeting live annual billing deadlines.

The initial Service may be extended to other documents issued by City Revenues such as Commercial Rents and Sundry Debts at the request of the City Revenues Management Team during the length of the Contract.

The Service will also include printing and dispatch of one-off or mail merge personalised documents using a Hybrid Mail solution.

The Service required a robust daily document control and balancing process including dispatch to Postal Provider is essential to allow an audit trail for recovery processes.

The duration of the contract is five (5) years, with the option to extend up to two (2) further years in annual increments. The Contract is intended to commence 1st October 2021 to 31st September 2026.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 40

Price - Weighting: 60

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-004396](#)

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

20 August 2021

V.2.2) Information about tenders

Number of tenders received: 5

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

DSI Billing Services Ltd

Evolution House, Choats Road

Dagenham,

Country

United Kingdom

NUTS code

- UK - United Kingdom

National registration number

03823171

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £95,583.03

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

High Court, Royal Courts of Justice

Strand

London

WC2A 2LL

Telephone

+44 02079476000

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly and within the time limits as defined in the above regulations. Where a contract has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the contract has been entered into the court has the options to award damages and/or to shorten or order the contract ineffective.

VI.4.4) Service from which information about the review procedure may be obtained

High Court, Royal Courts of Justice

Strand

London

WC2A 2LL

Telephone

+44 02079476000

Country

United Kingdom